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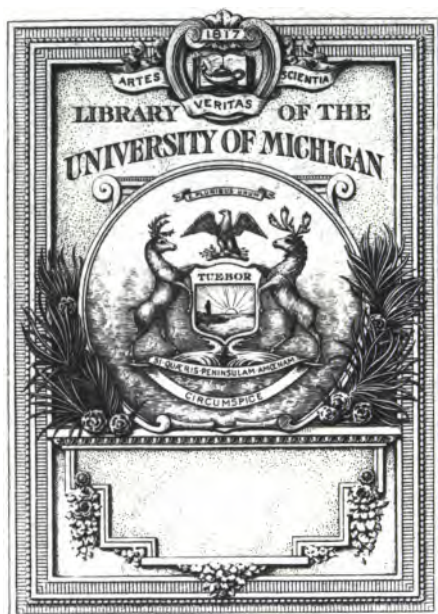
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MANUAL

OF THE

AMERICAN BAPTIST MISSIONARY UNION

FOR THE USE OF MISSIONARIES
AND MISSIONARY CANDIDATES



FORD BUILDING
BOSTON, MASS.

1908



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PREFACE

This manual has been prepared for the guidance of three classes of persons in their relations to the American Baptist Missionary Union: those who desire to become missionaries; those who are under appointment, but have not entered their fields of labor; and all missionaries in all fields of the Union.

It is not expected that the manual will answer all questions of method and policy which may arise, but it will set forth the principles of missionary service, and indicate the general purpose of the Executive Committee, and their wishes with reference to the most important matters connected with work under their direction.

It will always be assumed, therefore, that candidates, appointees and missionaries will become thoroughly familiar with the contents of the manual. Thus the new workers will find answers to many questions which they would naturally desire to ask of the officers of the Union, and all missionaries will find assistance in the complete and systematic adjustment of their relations to the Missionary Union.

Inasmuch as changes are continually being made in the regulations here given, this manual is not to be considered a final statement.

Directions for correspondence will be found on page 30.

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MANUAL

OF THE

AMERICAN BAPTIST MISSIONARY UNION

I

CALL AND QUALIFICATIONS OF CANDIDATES

THE CALL

The Universal Call. The call to missionary service includes the whole church of Jesus Christ. Every disciple of the Master ought to make a careful, personal adjustment of his life to the simple, sublime, unchanging scheme of kingdom building imparted by Jesus to his disciples, which makes his Church responsible for the evangelization of all nations in all ages of the world. If this great truth could be recognized and acted upon, it would simplify many missionary problems; it would furnish a vast army of disciples filled with missionary zeal; it would make comparatively easy the selection of those who were actually to go as missionaries.

The Right Attitude. "Young man, the burden of proof is on you; give Christ the refusal of your life!" This was Dr. William Ashmore's answer to the question, "What constitutes a call to be a missionary?" This principle of the right attitude is the key to the whole question of the call to be a missionary. It is

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a mistake to suppose that God desires his workers to undergo an agony and wrench of decision in becoming missionaries. Every disciple of Jesus Christ who takes the right attitude toward the universal missionary call, pressing forward toward the mark, will find that his life will be in obedience to that call, whether he stays at home or goes to foreign lands.

God can use men at home in all occupations and professions to help carry out his great purpose for the nations, if they have really heard the universal call. But if one knows the need of the world, if the heart responds to it, if there are no clear duties to hold one at home, the question of being a missionary should never be put into the balance with other things. The only true course is to move straight onward along the open way until one comes face to face with the consideration of personal qualifications for being a useful and successful missionary. In regard to some of these qualifications, each candidate will be able to judge for himself, but of some qualifications others can judge better than he.

An exceedingly helpful collection of papers and addresses on this general subject has been published by the Student Volunteer Movement under the title, "The Call, Qualifications and Preparation of Missionary Candidates."

QUALIFICATIONS

The candidate for service as a foreign missionary should be a sincere disciple of Jesus Christ, sound in the faith, of recognized Christian character, faithful in his religious duties, and honorable in all his relationships with men. But in addition to these fundamental qualifications for all Christian work there are

others which are of especial importance to the foreign missionary, and which have been found necessary and vital by all missionary societies through the experience of a hundred years.

Physical Qualifications

Youth. It is true as a general principle that the prospective missionary should be ready to enter upon his work when he is not more than thirty years of age, a few years younger if possible. There are good reasons for this, among them the years that must pass after appointment before a missionary can begin to do good work on any field.

Health. Sound health is an absolute qualification for the missionary. The most consecrated spirit must have a strong body to work with in our mission fields, a constitution that will stand the wear and tear of climate, exposure and toil.

Physical Training. A missionary ought also to know how to keep his body in a good state of development. This will benefit him and the work he seeks to do.

Intellectual Qualifications

Thorough Education. The foreign mission fields need and must have well-educated young men and women. This is the word that comes back with ever increasing emphasis from the workers on the field. "My son," said a wise mother, "if you are to be a missionary, you must stand high in scholarship. Do not let it be said that a second-rate man was palmed off on the Lord for missionary service." The mastering of difficult languages, the understanding of the great

non-Christian religions, conflict with the acute intellects of the nations, application of truth to different types of mind—these and other tasks demand the most complete general and theological training and the broadest mental culture.

Knowledge of Men. With all his other training the student who is to be a missionary should gain a knowledge of human nature, especially human nature apart from God. That is the book he will have to read when he gets to work in earnest. Familiarity with settlement and other forms of Christian work in our large cities may prove of great advantage.

Spiritual and Temperamental Qualifications

These qualifications are of the highest importance because by them the missionary is enabled to use the trained powers of body and mind to the best advantage; without them the highest abilities will fail.

Loyalty to Christ. Personal devotion to the Master, "whose I am, and whom I serve." The faith that brings the consciousness of direct communion with Jesus is the anchor of missionary life.

Confidence in the Message. "We missionaries," said one of our veterans, "know that the Bible is the word of God." "There is no new gospel," says Robert E. Speer, "which is desired on the mission field. No men are wanted who have lost hold of the divine Christ, the cross of Calvary, and the holiness of God."

Optimism. Not thoughtless optimism, but the optimism which believes that God's great scheme of redemption will be triumphant, and rejoices to have a part in it; the optimism that keeps men full of good

cheer amid all sorts of obstacles. Missionaries furnish splendid examples of this kind of optimism.

Ability to Work with Others. This is exceedingly important. Says Dr. Jessup, of Syria, "The work needs courteous men, willing to take advice and to *work with others*. One self-opinionated man will bring disaster upon a mission." "Humble, quiet, persevering men," said Dr. Judson, "men of sound sterling talents, of decent accomplishments and some natural aptitude to acquire languages, men of an amiable and yielding temper, willing to take the lowest place, to be the last of all and the servants of all, men who live near to God and are willing to suffer all things for Christ's sake without being proud of it—these are the men we need."

Love for the Unlovely. Ability to look beneath the surface, to see the soul that Christ sees and love it as he loves it, is absolutely essential to the highest success. Because they can do this, missionaries are lifting up some of the very lowest of the human race.

Special Qualifications

Training for Special Work. Some missionaries are sent out to do special work. There is a demand for physicians, teachers and a few other special workers. All that need be said is that their training should be the same as for the very best work of the kind at home.

General Practical Knowledge. Every prospective missionary ought to make himself as familiar with all sorts of practical work as he possibly can. He will have use for all his knowledge.



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Obligations to Others

Financial Relations. Honesty is a first essential for the missionary. He cannot honorably leave behind him debts or obligations to others without making provision for them.

Family Relations. The call to mission work does not bid you to forget the aged or helpless who are dependent upon you. Often others can care for these dear ones; but if not, then wait till conditions are changed.

Husband and Wife. The Christian home preaches the gospel in every land. Therefore those who make the home must be agreed in their aims. It must be understood in taking the marriage vows that husband and wife are to work together, to rejoice together in proclaiming Christ to men.



II

SELECTION AND APPOINTMENT OF MISSIONARIES

Time for Making Application. As soon as a young Christian feels that the Lord may be calling him to be a foreign missionary, he should put himself in communication with those most able to advise him, remembering, alas, that not every professing Christian will sympathize with him or encourage him to undertake foreign missionary service. The Secretaries of the Missionary Union are always glad to counsel with any upon whom the Spirit of the Lord may be moving, and they suggest that such persons write frankly to the Rooms regarding their call, though the time of possible departure for the field may be years in the future. Such letters will always be considered confidential, and will not be regarded as in any sense committing the writer to any definite plan.

Formal application for appointment, of course, would be made later. If the candidate is a theological or medical student, a suitable time is early in the senior year. In other cases it is desirable that the application should be received at least six months before the time of departure for the field. As it is the custom of the Missionary Union to present new appointees at the annual meeting in May, most of the appointments are made before that time.

Interviews with Officers. It is expected that all applicants will meet one or more of the Secretaries

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for a personal interview. If such an interview can be arranged before filling out the application blanks it will add an element of friendly interest to what may seem only a formality, and will help the applicant to understand the reasons for many of the questions which he is expected to answer.

Application Blanks. The Missionary Union will furnish to each applicant a set of blanks to be filled out. The questions on these blanks cover his Christian experience, motives for missionary service, views of doctrine, education, physical condition and other considerations. These statements of the applicant are carefully considered by the Executive Committee, and every question should be conscientiously and fully answered. The completed statements should be accompanied by a photograph of the candidate. Special blanks are provided for the candidate's wife or fiancée.

Physical Examination. Every candidate is required to undergo a medical examination by a physician designated by the Missionary Union. Blanks are provided for the use of the physician.

Testimonials. Another important item is the securing of testimonials in regard to the candidate's intellectual, spiritual and general fitness for missionary work, and he is expected to furnish the names of persons to whom inquiries may be addressed. Proper persons to furnish these testimonials are: the pastor and deacons of the church with which he is or has been connected; persons by whom he may have been employed at any time; associates at school or college; and presidents and professors of educational institutions in which he has studied. For the sake of the work as well as in justice and kindness to the candidate, those



who give these testimonials should make them full, discriminating and impartial. They should be sent directly to the Home Department of the Missionary Union, and they will be regarded as entirely confidential.

Medical Missionaries. Those desiring appointment as medical missionaries are required to conform in general to the same rules as other applicants. In addition to the testimonials mentioned in the preceding paragraph, special testimonials of efficiency in the medical profession should be furnished.

Wives of Missionaries. The wife of a missionary is regarded as an associate in his work, but she does not receive formal appointment or a separate salary. It is expected that, so far as family cares will permit, she will learn the language and share in the mission work. She is required to undergo a medical examination previous to the appointment of her husband, and to give some statement of her religious belief and attitude toward mission work. She should also furnish a photograph of herself. This paragraph applies also to the fiancée of a missionary or candidate.

Single Women. Single women who desire foreign mission service should make their application to one of our two Woman's Societies. Those who are accepted by the Woman's Baptist Foreign Missionary Society are required to spend one year in the special training home known as Hasseltine House, in Newton Center, Mass., taking the course arranged at Newton Theological Institution. Those accepted by the Woman's Baptist Foreign Missionary Society of the West are required to attend some Bible training school, preferably the Baptist Missionary Training School at Chi-

cago, or by special permission of the Board to take the Scofield Bible Course of East Northfield, Mass.

Meeting the Executive Committee. In case the results of preliminary interviews and examinations are favorable, applicants are invited to meet the Executive Committee in person. Where this would involve excessive travel and expense, however, a local committee is appointed to examine the candidate and recommend suitable action to the Executive Committee. In Chicago there is a standing Advisory Committee. In the case of single women, who have been favorably considered by either of the Woman's Boards, those in the East usually meet the Executive Committee of the Missionary Union; those living in the West meet the Advisory Committee in Chicago. If approved, they are appointed by the Executive Committee and become regular missionaries of the Missionary Union.

Designation to Field. In exceptional cases, missionaries are appointed to fill particular vacancies in definite fields. As a rule, however, appointment as a missionary of the Union is an appointment to foreign missionary service in general. The designation of appointees to particular countries or missions is made by the Executive Committee after careful survey of all known needs. So far as possible the preference of a candidate for a particular field is regarded. Since the needs in any given country are almost invariably much in excess of the number of missionaries who can be assigned to that country, the advice of the conference or reference committee on the field is sought before designation is made to a particular station.

III

TERMS OF MISSIONARY SERVICE

Period of Appointment. Every missionary is appointed for an indefinite period. Unless other indication is made at the time of his appointment, it is assumed that the candidate will enter the service for life.

Standing of Missionaries. Missionaries and their wives are recognized as essentially on the same footing as evangelistic laborers in the United States, with rights and responsibilities, duties and claims measurable by the same Christian standard.

Right to Recall or Dismiss. The Executive Committee reserve the right to reconsider the appointment of a missionary who, after suitable trial, proves himself inefficient or ill-adapted to the work; also, to dismiss absolutely one who proves himself unworthy of the confidence of his brethren and of the holy calling of a minister of Christ. Neither of these actions will be taken in any instance, however, without correspondence in which the full merits of the case may be presented. Nor will information or charges affecting the Christian character of a missionary be made the basis of action by the Committee until they shall have communicated the said information or charges, with the names of the authors, to the accused, and given him ample opportunity for explanation and defense.

SALARIES

Classes. Missionaries on the field receive field salaries, missionaries on furlough receive home salaries.

Appropriations. Salaries are appropriated annually by the Executive Committee; but it is understood that no missionary shall suffer reduction in salary without being first informed of the reasons for such action and allowed time for reply.

Time of Service for which Salary is Reckoned. Payment of field salary begins when missionaries reach their fields of labor, and ceases when they leave their fields for return home. By special vote of the Executive Committee, the field salary of West China missionaries begins at the head of steam navigation on the Yangtse River, at present Ichang. This exceptional arrangement is made because of the unusual length of time required for the journey on the upper river. Payment of salary from this point is made that the missionary may provide for his own maintenance from that time, the Union meeting simply the cost of transportation from Ichang to the station to which the missionary is assigned. Payment of home salary begins when missionaries arrive in the United States, and ceases when they leave the United States to return to their fields. See "Traveling Expenses," page 18, and "Home Salary," page 19.

What the Salary Includes. The salaries of missionaries are intended to provide for all the expenses of themselves and families, aside from house rental upon the mission field and the expenses of traveling to and from the field, for which provision is made by the Union. See "Traveling Expenses," page 18.

Rate of Field Salary. The present basis of field salaries has been in force since 1890. In consequence of the increase in the cost of living throughout the East in recent years, an advance in salary in Japan, China

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and the Philippine Islands has been required to meet the new conditions. Requests for readjustment of salaries in British India are now before the Executive Committee.

The scale of salaries adopted in 1890 is as follows:

During the first three years on the field the salary of married men is at the rate of \$800 and of single men \$600 per year.

During the next seven years of active service the salary of married men is at the rate of \$1000 and of single men \$800 per year.

During the next period of ten years of active service the salary of married men is at the rate of \$1200 and of single men \$1000 per year.

After the completion of twenty years of active service on the field the salary of married men is at the rate of \$1500 and of single men \$1200 per year.

In the case of missionaries whose service began prior to 1890 this advance is not reached until the expiration of twenty-eight years of active service, in view of the larger salary received by them at the outset.

By "active service" is meant actual service on the foreign field; it does not refer to the time spent in furloughs, but brief annual vacations are not to be deducted from the period of service.

In Burma, Assam and South India, the scale of salaries indicated above is in force, and a fixed rate of exchange of Rs. 308 to \$100 has been adopted.

In Japan the salary of a missionary is at the rate of 20 per cent more than that to which he would be entitled under the scale indicated above, except that the maximum salary is \$1500.

In China and the Philippines the salary of a mis-

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sionary is at the rate of \$200 more than the salary for the same period of service as indicated in the above scale, except that the maximum salary is \$1500.

Salary of Single Women. The salary of single women is \$500 per year in Burma, Assam and South India, \$600 in China and Japan, and \$700 in Africa and the Philippine Islands. This difference in salary is due to difference in the cost of living in the various fields.

Salary of Missionaries who become Widowers. In the case of missionaries who become widowers the salary, after one year, is that of an unmarried man of the same period of service; with the understanding that under special conditions, as, for example, the need of provision for dependent children, the salary in each case will be adjusted after correspondence with the missionary.

Traveling Expenses. The Union will provide for the conveyance of missionaries to their fields of labor; and whenever in the judgment of the Executive Committee it becomes necessary for missionaries or their families to return to the United States, the expense of the return passage will be defrayed, by such direct route as the Executive Committee may approve.

In case of detention for the personal convenience or pleasure of missionaries or their families, or in case routes are selected by the missionaries involving increase of expense for passage, the additional expense incurred shall not be chargeable to the Union.

The expense of travel by a missionary involved in the superintendence of his work is met from his annual appropriations for miscellaneous purposes.

In Africa, the salary of married men is at the rate of \$1050 per year and of single men \$700 per year. A special grant, additional to salary, at the rate of \$100 per year, is made to missionaries connected with the Africa Mission for each child under the age of eighteen years who is living in America or Europe while either parent is on the foreign field.

subject to increase by vote of the Committee in accordance with varying family needs. By the terms of a special agreement with the Africa Mission the salary rate adopted for that mission is continued without change during furlough. It is understood that, if circumstances require, an addition will be made to the home salary of missionaries at the rate of \$100 per year for each child who is under eighteen years of age; the total provision, however, is limited to \$1200 per year, subject to such consideration as the Committee may believe to be demanded by cases of an obviously extraordinary character. The home salary of a single woman is at the rate of \$400 per year.

In case a missionary's furlough has been prolonged by the Committee through an additional year (see page 70), and after that time a return to the field is still problematical, it is understood that if provision for financial support is continued, this should naturally be estimated on the basis of such provision as might be deemed fitting upon the retirement of a disabled missionary rather than on the basis of the regular missionary salary. But in case active service with the Home Department is deemed practicable and justifiable, this service will be recognized in the financial provision made.

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Special Cases. The Executive Committee will always take into account anything that is peculiar in the labors and circumstances of the missionaries, on the field or at home, and endeavor equitably and in the spirit of Christian kindness to adjust their action to special necessities. Among these they include the wants of widows and children of deceased missionaries and the needs of such missionaries as may have been disabled in the service, as well as the insufficiency of home salaries. As these cases differ widely and require a diversity of treatment, the Committee propose, as a matter of equity, to consider each case upon its merits, and to adjust their action to its peculiarities. Action in any one case may not be considered a precedent in other cases.

IV

ORGANIZATION OF THE AMERICAN BAPTIST MISSIONARY UNION AND ITS MISSIONS

ORGANIZATION ON THE HOME FIELD

Incorporation. The Missionary Union, as a society, was organized under the name of The General Missionary Convention of the Baptist Denomination in the United States of America for Foreign Missions, popularly known as the Triennial Convention, in 1814, and became the American Baptist Missionary Union in 1846. The headquarters were established at Boston in 1826. As a corporation the Missionary Union is organized under the laws of Massachusetts, New York and Pennsylvania.

Membership. Membership is voluntary. It consists of all missionaries in active service, of honorary life members so long as they continue their contributions annually, individual contributors of ten dollars each annually, and delegates from contributing Baptist churches and associations.

Board of Managers. A Board of Managers, consisting of seventy-five members, one third of whom are elected each year by the members of the Missionary Union, meet annually or more often if occasion requires, and elect a chairman, recording secretary, one or more corresponding secretaries, a treasurer, an auditing committee and five members annually of the Executive Committee. The Board also give such instructions

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to the Executive Committee as may be necessary to regulate the plan of action of this Committee for the ensuing year.

Executive Committee. The Executive Committee is composed of fifteen members, two thirds of whom are residents of Boston and vicinity. They meet twice each month at the Rooms in Boston for the transaction of all necessary business pertaining to the conduct of the work of the Missionary Union.

Corresponding Secretaries. The practical administration of the plans of the Executive Committee is largely entrusted to the Corresponding Secretaries. The Secretary in the Foreign Department has oversight of the work of the missionaries in all the fields of the Missionary Union. The Secretary in the Home Department seeks the development of missionary interest among the churches throughout the home field, has charge of the publication of literature used for this purpose, and in general executes the plans of the Committee for the enlargement of the resources of the Union.

Treasurer. All the funds of the Missionary Union are in charge of the Treasurer. Investments are made by him as directed by the Executive Committee through its Committee on Finance. He sends to the foreign field all money to be expended in mission work, as directed by the Executive Committee. For the relations of the Treasurer with missionaries, see index, "Treasurer," and "Mission Treasurer."

District and Associational Secretaries. District Secretaries are appointed by the Executive Committee to serve in different parts of the country. They work under the general direction of the Home Department.

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Many Baptist associations have chosen pastors or other workers to assist the District Secretaries in enlisting the support of the churches for the Missionary Union; these helpers are known as Associational Secretaries.

Auxiliary Woman's Societies. There are two of these, the Woman's Baptist Foreign Missionary Society, with headquarters in Boston, and the Woman's Baptist Foreign Missionary Society of the West, with headquarters in Chicago. The constituency of the former organization is confined to New England and the Middle States, while that of the latter is found in the northern states west of this territory. The conduct of our woman's work, under the general supervision of the Executive Committee, is in the hands of these two bodies, and the single women engaged in our missions are, with few exceptions, under their direction. It is the aim of these organizations to work in perfect harmony with the Missionary Union, and all appropriations of money, as well as appointment of all missionaries, are subject to the approval of the Executive Committee of the Union. The development of missionary interest in the Sunday schools is under the direction of the Sunday School Cooperating Committee of the Union and the Woman's Societies, in conjunction with the Forward Movement.

Each of these societies has issued a manual for the guidance of the missionaries supported by them, a copy of which should be secured. That of the Woman's Baptist Foreign Missionary Society may be obtained at their Rooms, Ford Building, 15 Ashburton Place, Boston, Mass.; that of the Woman's Baptist Foreign Missionary Society of the West at their address in Chicago.

ORGANIZATION ON THE MISSION FIELD

Designation of Missions. The missions of the Union are designated by countries: Missions in Burma, Missions in Assam, Missions in South India (Telugus), Missions in China, Missions in Japan, Missions in Africa, Missions in the Philippines, Missions in Europe. The missions in China are distinguished geographically: South China, East China, Central China, West China.

Stations. The central points in the missions, where missionaries are appointed to reside, are called stations; as Rangoon, Nowgong, Swatow, Nellore, etc.

Outstations. At greater or less distances from the mission stations there are usually villages or towns where some form of mission work is regularly carried on from the mission station as a center. These places are referred to as outstations.

Mission Conferences. There are no organized missions having control over individual workers; but all missionaries are regarded as responsible directly to the Executive Committee. On each mission field, however, there exists a mission conference whose membership comprises all missionaries of the American Baptist Missionary Union on that field, including the representatives of the Woman's Societies, and the wives of missionaries. Each conference is a voluntary organization, determining, within the limits of the plan for advisory action by mission conferences adopted by the Executive Committee, its own form of organization and constitution, electing its own officers and prescribing rules for the transaction of business. The object of the conference is twofold:—

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1. To afford opportunity for the promotion of social fellowship among its members, the cultivation of their spiritual life and fraternal consideration of matters of common interest in the work of the mission.

2. To perform, either directly or through its reference committee, such advisory functions as are authorized by the Executive Committee of the Missionary Union.

Expense of Attending Conference. In view of the twofold nature of the conference as indicated above, the expense of attending the conference is met in part by the missionary from his personal funds and in part from funds of the Union.

Advisory Function of the Mission Conference. The traditional policy of the Missionary Union, in harmony with general denominational ideals, has given large recognition to the individual missionary. The direct relation of all missionaries to the Executive Committee is still maintained, but it is recognized that the judgment and experience of the missionary body is of the highest value in the determination of administrative problems. This advantage is sought through exercise of the advisory function now discharged by mission conferences. The conference is asked to express advisory judgment upon all questions affecting the conduct of mission work, such as estimates for appropriations, designation, transfer and furlough of missionaries, erection of new buildings and the making of extensive repairs, and other specific questions referred to it by the Executive Committee or proposed by individual missionaries. The conference does not pass upon ques-

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tions of a personal nature, such as provision for family needs.

The conference is not an administrative body to which individual missionaries or committees appointed by the Executive Committee are subject. Its action is designed to assist the Executive Committee and the boards of the Woman's Societies by advisory judgment.

The plan does not supersede the responsibility of the Executive Committee for final determination of all administrative issues nor for such independent action of the Committee as is deemed essential. Nor does it supersede the right of the individual to direct correspondence with the Committee. It is understood that after advisory action is had by the conference, the individual, if desiring to do so, is quite free to present his case personally to the Committee and that no disloyalty to the conference is involved in such a course.

Reference Committees. In the discharge of its function of rendering advisory judgment to the Executive Committee, each mission conference elects a Committee of Reference. This committee is chosen in such way as each mission prefers, but it is understood that the reference committee should include representatives of the Woman's Societies. It is advised that the election shall be held annually and that members shall be ineligible for more than two years of continuous service.

The reference committee is thus distinctively a committee of the conference, created that the representative sentiment of the conference may more readily find expression. It is not an agent of the

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Executive Committee clothed with administrative powers. Its members have no authority over their fellow-missionaries. Their one duty is, after fraternal conference among themselves and with fellow-missionaries, to express a frank, impartial judgment upon the issues coming before them. It is not designed that unanimity of action shall be urged, but that each member after full deliberation and discussion shall freely express his individual judgment. In case of a divided sentiment, reference committees are asked to indicate in their report the names of members casting a negative vote.

In case of unusual emergency, as in sickness necessitating a furlough, the action of the reference committee shall be immediately controlling.

Property Committees. Individual missionaries are responsible for the care of property in the several stations, but in each mission field a property committee is appointed by the Executive Committee of the Union, nomination being made by the conference. The function of this committee is to consider all technical details relating to property, as the purchase of land, arrangement of mission compounds, estimates for new buildings and repairs, securing of titles of real estate to the Union, or, if this is impossible, insuring the wisest form of holding practicable, and in general to give advice regarding all technical questions relating to mission property. It shall also be the province of the property committee to supervise the carrying out of plans adopted by the Executive Committee for erection of buildings or extensive repairs. No plan for building shall be adopted and no land shall be purchased or sold

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without approval of this committee except by special authorization by the Executive Committee. Copies of approved plans shall be forwarded by the committee as soon as possible to the Foreign Department of the Union. It is understood that all the above provisions should be regarded by missionaries irrespective of the source from which funds for building are derived. It is not designed that the property committee shall assume the functions of the reference committee, but rather that it shall facilitate the work of that committee by furnishing information and plans. The reference committee will in all cases make recommendation with regard to the necessity and amount of appropriations asked for land or buildings, seeking advice from the property committee as to the amount of expense probably involved and the desirability of land, purchase of which is suggested. In case a project for building is recommended by the reference committee and sanctioned by the Executive Committee, detailed plans and estimates will be prepared under the direction of the property committee. See page 57.

Where distances are great the property committee may secure its information by correspondence or may act through such other agencies as is deemed best adapted to secure the end in view in its appointment.

It is not deemed wise that the property committee shall be a sub-committee of the reference committee, the two committees being quite distinct in character and function.

It is the purpose of the Executive Committee, as quickly as resources permit this, to provide for each mission a superintendent of building, whose time shall be devoted exclusively to property interests. It is designed that the property committee shall work in

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cooperation with the superintendent, responsibility still remaining with that committee. See also "Mission Property," page 63.

Trustees of Educational Institutions. The higher educational institutions are administered by boards of trustees. These are responsible directly to the Executive Committee. But it is desired that all reports made by them shall be furnished to the Mission Conference, such suggestions as the conference shall desire to make, being forwarded to the committee together with the reports.

Examining Committee. The conferences appoint, subject to the approval of the Executive Committee, language examination committees. The duty of such committees is to prescribe a course of study in the language, to conduct examinations for all new missionaries of the Union in its field and to report annually the results of these examinations to the conference and to the Executive Committee. For specific requirements in the matter of language, see page 53.

Mission Treasurer. In each mission field a mission treasurer is appointed by the Executive Committee, to act as the agent of the Treasurer of the Missionary Union in that field. Through the mission treasurer all remittances are made to missionaries, and through him the missionaries may make remittances to friends or firms at home. For details of the mission treasurer's duties and his relations to missionaries, see index, "Mission Treasurer."

Auditing on the Field. Provision is made by the Executive Committee for auditing the accounts of mission treasurers and educational and other institu-

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tions serving the mission at large. Missionaries are asked to conform to the special rules adopted in the mission field with which they are connected for review of individual accounts before these are forwarded to the Treasurer of the Missionary Union.

Statistician. In each mission a statistician is appointed whose duty it is to receive from the several stations and classify and transmit to the Mission Rooms the statistics of the mission.

DIRECTIONS FOR CORRESPONDENCE

1. Candidates and New Appointees. All correspondence respecting appointment to missionary service is conducted with the Home Department. Correspondence regarding designation and appropriations for salary, outfit, etc., is conducted with the Foreign Department. Correspondence regarding arrangements for passage, drawing of outfit appropriations, shipment of goods, etc., is conducted with the Treasury Department.

2. Missionaries on the Field. All annual and quarterly reports, as well as other letters concerning the spiritual condition of the field and the progress of the work, all requests for appropriations and special grants, all letters as to place of service and time of furlough should be addressed to the Foreign Department. All financial reports and letters regarding adjustments of accounts, as well as correspondence regarding the purchase and shipment of goods, should be addressed to the Treasury Department. Communications for the *Missionary Magazine*, including notice of change of address for the same, should be addressed to that periodical.

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3. Missionaries on Furlough. Correspondence regarding home salary and special grants and regarding return to the field and designation should be addressed to the Foreign Department.

Correspondence regarding deputation work among the churches or other service in connection with the Home Department should be addressed to the Home Department.

Candidates and missionaries of either of the Woman's Societies will find full directions for correspondence in the manuals issued by these societies.

The post office address for all correspondence, excepting that to the Woman's Societies, is P. O. Box 41, Boston, Mass., U. S. A. Cable address, "Tavoy, Boston." Private, Western Union and Marconi Wireless codes are used.

The Western Union Code is in the hands of each of the mission treasurers, and also of Bride & Eastland, the agents of the Union in London. The Marconi Code can be found on every steamship on the Atlantic which is fitted with a Marconi wireless telegraphic apparatus, and is available for the use of all passengers.

V

THE JOURNEY TO THE MISSION FIELD

Early Preparation. All preparation should be made as early as possible, and nothing but the changing of American money into foreign money left for the day before sailing. The last few days before embarkation are likely to be so occupied with farewells and final interviews with friends, that no time can be found for making or packing purchases, and any preparations left to that time must of necessity be very hurried and unsatisfactory. If possible, all trunks should be packed ready for the steamer when one leaves home for the port of embarkation.

Allowance for Outfit. An allowance for the purchase of a suitable outfit will be made to each regularly appointed missionary. For a married missionary this allowance is \$300; for an unmarried missionary, \$150. The allowance can be drawn from the Treasurer, if needed, two months previous to sailing. Missionaries going to India should reserve at the very least one half their outfit money for the purchase of supplies in the large ports of destination. Any balance of outfit money not drawn at the time of sailing from Boston will be paid by the Treasurer in Boston, or he will arrange for its payment by the mission treasurer on the field. Departing missionaries should be sure to arrange this with the Treasurer previous to the day of sailing, in order that English gold or London bank drafts may be secured, or other

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arrangements made without fail during banking hours. Those sailing from western ports or from eastern ports other than Boston will arrange this with the Treasurer by correspondence.

Return of Outfit. Should a missionary retire from the field after a service of three years or less, for any other reason than that of failure of health, it is expected that an equitable return of the outfit will be made to the board, due regard being had to the expense incurred and the service rendered.

Medical Outfit. In the case of medical workers, a special appropriation is made for medical outfit, including a supply of drugs and instruments. The amount customarily given for this purpose is \$300. In case a medical missionary removes from a station, all medical supplies should be left at the station unless other arrangement is made with the Executive Committee; in case the medical missionary withdraws from the service of the Union, personal medical equipment so far as received from the Union should revert to the Union.

Conference for New Missionaries. In the fall of each year a conference for newly appointed missionaries is held at the Rooms in Boston. It is conducted by the executive officers of the Missionary Union, assisted by the officers of the Woman's Societies, and is specially intended for the instruction of new workers in regard to their varied duties, care of health and manner of living in mission fields. Due notice will be given of this conference, and all newly appointed missionaries are expected to be present.

Farewell Visits to Friends. Missionaries are encouraged to conform to the wishes of friends in the

home church or elsewhere regarding local farewell meetings. These, however, should be held before the annual conference in Boston. Sailings from Boston occur immediately after the conference sessions; while parties who are to sail from the Pacific Coast are expected to travel across the continent together, according to an itinerary arranged by the Secretaries, speaking in such places as may be deemed desirable.

Farewell Meetings. Inasmuch as the departure of missionaries is a matter of importance to the Union and of special interest to the churches of the port from which they sail, it is usually desirable to hold a "farewell meeting" a day or two before embarkation. Arrangements for such meetings will be duly announced, and it is expected, therefore, that each departing missionary will plan to be present at such farewell meeting. If local farewell meetings should be proposed in his home church or elsewhere, he should not discourage the plans, but accommodate himself to their arrangements, so far as his relations with the Missionary Union will allow. Often these farewell gatherings in the home church leave a lasting impression upon those present.

Church Relations. It is generally advisable for the missionary to retain his membership in the home land. His relation to the native church is fundamentally different from that of the native Christians, and should be kept distinct. Moreover, by retaining his membership in this country he will have a tie which will be of mutual benefit, both to the church and to himself.

Arrangements for Passage. All passages will be arranged by the Treasurer. Some missionaries, how-

ever, especially those who have had' previous experience, prefer to take from the Treasurer such gross sum as may be agreed upon, selecting their own route, and making their own arrangements for their passage. Subject to the general conditions which follow, this plan is sometimes sanctioned, with the understanding that the Union will not be called upon to make up expenditure in excess of the provision regularly made.

Dates for Sailing. The approximate dates favorable for sailing to the various fields are as follows:—

India (Burma, Assam, South India), in September or October.

China (South, East, West, Central), in September, October or November.

Philippines, in the summer or fall.

Africa, in April, May, June or July. Missionaries accustomed to the climates sometimes sail at other times.

Port of Embarkation. It is expected, unless there is special reason for other arrangements, that missionaries sailing eastward will embark at Boston; those sailing westward, at such ports on the Pacific as may be most convenient.

Missionaries departing from other Atlantic ports than Boston, or from the Pacific Coast, will need to have special correspondence with the Treasurer.

Routes. The Union provides such a grade of passage as secures all reasonable comfort for its missionaries. It prefers, however, that they do not travel by the more lavishly expensive steamers even at their own charges; and, on the other hand, that they do not seek to save money either for the Union or for themselves by selecting inferior accommodations, a practise likely to result in loss of strength or health,

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and, on the part of those who undergo such discomforts, in a lessening of ability to work.

Subject to the above considerations, the route which involves the least expense to the Union will be chosen and tickets purchased therefor. Missionaries who wish to deviate from the direct route, or to delay in England or elsewhere, must, therefore, give the Treasurer very early notice of such desire and obtain the consent of the Executive Committee. Any added expense due to one's own delays or deviation of route, either in Europe or elsewhere, must be borne by the missionary.

Steamers from England. It is intended that passengers shall reach England about a week before the departure of the on-carrying steamer. Passages by steamers for the East are secured by the Treasurer, generally three months in advance of sailing dates, as this is imperative during the crowded season in the autumn.

Missionaries are met on arrival in England and are also assisted in their departure by the agents of the Union, and all needed care and help provided.

Instructions about Baggage at Boston. Either on the train or in the Boston station give trunk checks to the Armstrong Transfer Company, instructing them to hold such trunks as are ready for the voyage, and to send them to the pier of the steamship line by which passage has been engaged the day before the sailing of the steamer. Get information on this point from the Treasurer of the Missionary Union before leaving home. Special tags and labels, which must be attached to all baggage before going on shipboard, will be furnished on application to the Treasurer.

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Send trunks not ready for the steamer to the Treasurer of the Missionary Union, Ford Building, Boston, or to the hotel or other place of entertainment, if necessary to have them close at hand. Do not fail to arrange with the Treasurer or his assistant for the conveyance of such trunks to the wharf the day before sailing.

Those departing from other Atlantic ports or from the Pacific Coast will need to have special correspondence with the Treasurer about these matters.

Special Duties Before Sailing. 1. Every missionary should make a will before leaving the home land. The importance of this duty cannot be too strongly emphasized. It will save embarrassing delays and considerable expense in the settlement of even a small estate belonging to one dying outside the United States.

2. Missionaries should arrange for the payment, by the Treasurer if desired, of life insurance premiums, cost of maintaining children, if any are left behind, and other similar matters which cannot easily be attended to in a foreign land.

3. Departing missionaries should leave at the Rooms the following:—

(a) Copies of the latest photographs of themselves and of members of their families.

(b) A brief biographical statement.

(c) Names and addresses (with relationship) of relatives or friends to whom information may immediately be given in case occasion for this shall arise.

(d) It would be well for each missionary to leave with the Treasurer for safe keeping his will and his life insurance policy.

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4. Secure from the Secretaries and Treasurer blank forms for ordering goods, keeping accounts, making reports, and other necessary records.

Let no one forget these things or take it for granted that any of them will be attended to without special and definite instruction on one's own part.

To be Taken to the Field. 1. A copy of this manual. 2. A copy of the small telegraphic code specially prepared by the Missionary Union, which may be obtained at the Rooms. Note:—The Missionary Union has also adopted the Western Union telegraphic code, a copy of which is in the hands of each mission treasurer. 3. Books like the following, or such as apply to the work to be done or the country to which the missionary is assigned:

"Indian Missionary Manual," by Dr. J. Murdock, of Madras.

"The Preservation of Health in the Far East," by W. P. Mears, M. A., M. D., issued by the C. M. S. of London.

"Household Practice of Medicine, Hygiene and Surgery," by Wood.

"Hints to Travellers; Scientific and General," by D. W. Freshfield and W. J. L. Wharton.

"A Handbook of Invalid Cooking," By M. A. Boland.

"First Aid to the Injured," by B. Morton.

"Scientific American Encyclopaedia of Receipts," by A. A. Hopkins.

4. Aids to bookkeeping, the card system and analytical systems. 5. A small case of medicines, which can be secured through the Treasurer.

Clothing and Wraps for the Voyage. For comfort

and safety to health on the voyage changes of clothing for both heat and cold should at all times be available. Even in midsummer on the North Atlantic full winter clothing is usually needed. A large lap rug or large double shawl in which to wrap up when occupying a deck chair is an essential; otherwise great discomfort and possibly serious ill health may result.

Passengers for any field in India should buy a cheap sun hat (topee) at Port Said, and wear it thereafter. Passengers for Africa should buy one in London.

Baggage for the Voyage. *In stateroom:* each passenger may take into the stateroom one "steamer or cabin trunk" and "hand luggage," that is, handbags, wraps, etc. These trunks are low, with flat tops, and must go below the berths, which are seldom more than thirteen inches from the floor. Steamer trunks vary from twenty-eight to forty-two inches in length, but a medium size, about thirty-two inches, is most convenient, and it should be not over thirteen inches high. Have your name painted on both ends of each trunk, and all your handbags suitably tagged.

In hold: Each passenger on the Atlantic steamers is allowed one large or two small trunks of usual shape, which are placed in the hold and cannot be gotten at during the Atlantic passage. On the passage to India from England, or on the Pacific, such trunks, if marked "wanted on voyage," may be opened on certain days. On Indian steamers the baggage allowance may be more liberal.

Baggage checks are not used in countries other than the United States. Each traveler is expected to look after his own belongings. He should have all pieces marked with full name. He should have in his pocket

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a list of the same and be prepared to count them whenever a change of conveyance is made.

In the United States the usual baggage allowance is 150 pounds for each full ticket. Outgoing and incoming travelers across the Pacific, however, are usually allowed by American railroad companies 350 pounds of baggage west of Chicago. A special order may be necessary to secure this privilege.

Steamer Chairs. A folding deck chair is a very desirable accessory, but is not usually furnished by the steamer except on hire. Each missionary should secure a deck chair before sailing.

Tickets and Money for Incidentals. Steamer tickets, money for incidental expenses, (fees on steamer, etc.) together with any balance of outfit or other moneys, if previously arranged for, will be delivered by the Treasurer a day or two before sailing, or mailed as arranged to missionaries sailing from other ports. Be sure to ask for these early at Boston. Missionaries going to India should hand to the Treasurer any surplus of American money in time to get it exchanged into English money during banking hours.

VI

PURCHASE, PACKING AND SHIPPING OF GOODS

Importance of these Directions. These instructions apply to both old and new missionaries who are sailing, and to friends who may wish to have the Treasurer of the Missionary Union send goods to missionaries on the field. It is important that all should observe explicitly the directions given, and it is also important that missionaries call the attention of their friends to them.

Freight Allowance. New missionaries, and missionaries returning to their fields of labor, are each allowed free carriage of freight on an amount not exceeding two tons measurement. Forty cubic feet is a measured or ship's ton. This is in addition to the personal baggage allowed upon all passenger tickets. Such freight is insured without cost to the missionary. But when missionaries on the field order goods from this country for their personal use, the freight and insurance on the same must be paid by them.

What to Take. So great differences of opinion exist among missionaries in regard to what articles of clothing, food and household effects should be taken from the home land that no definite rules can be laid down here. Prospective missionaries will secure the most practical help and advice by consulting personally or corresponding with missionaries of expe-

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rience, preferably those who have lived or are living at the station or in the country to which they are going. Lists have been prepared by missionaries in each of our fields, copies of which can be secured at the Rooms.

In general, however, it may be said that books, some articles of furniture, and a little bric-a-brac may well be taken. Some heavy clothing also should always be available at sea, and missionaries to some fields take along for winter use and for vacation use on the hills the same garments they use in America.

Clothing, and many articles of furniture adapted to the tropics can be bought to better advantage in Calcutta, Madras or Rangoon than in either America or England. So also missionaries for Japan and China can make many purchases in the principal ports. For the Philippines all supplies may be taken from the United States, although purchases can be made at Hongkong and Manila. Missionaries for Africa should seek advice from those actually acquainted with their prospective fields.

Special Outfit for Certain Countries. American ideas of the needs of tropical climates are often erroneous. Warm underclothing, for instance, is often needed on the Congo. Each newly appointed missionary should make inquiry about local needs at the Rooms or from some missionary who has had experience in the country to which he is going.

How to Pack Goods. All goods should be solidly packed without waste spaces, with great care, in strong boxes, very securely nailed, ends iron banded, and the boards of which should be not less than a half inch in thickness; but any case over two feet long

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should be made from boards at least seven eighths of an inch thick. If barrels are used they must be strong, well hooped, and the heads very securely fastened in. Crockery should be packed by an expert packer. Do not mark any package "this side up with care," for such marks are never regarded, and indeed seldom can be seen when stowing in ships' holds. Liquids and articles affected by heat or dampness (maple sugar, soap, etc.) should be packed in small tin-lined cases, filled in with dry sawdust, excelsior or straw, so that breakage or "sweating" will not injure other goods.

Flour, meal, beans, fruits—dried or preserved in liquids—should be in tins soldered air tight. Preserves in glass fruit jars should never be sent to India, for not one in a dozen on the average will arrive safely.

Bicycles in racks, with detachable parts, will not be accepted unless the frame, pedals, pumps, wrenches and other attachable parts are securely boxed.

All trunks to be shipped as freight must be well boxed; the shipping and railroad companies demand this.

Prohibited Shipments. Ammunition, explosives, or highly combustible substances, like alcohol, paint or varnish, must not be included with other goods. The steamers refuse to receive packages on their wharves containing any explosives whatever, and the Union will hold any person who sends explosives strictly responsible for all expenses, fines or damages resulting from such acts. The fine for sending explosives undeclared is \$1,000 or £200.

How to Mark and Ship Goods. All cases which

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are to go by freight to Burma, Assam or South India (Telugu Mission) from any part of the United States west of New York City, should be marked and shipped as follows:

For(Name of Missionary)
Care of Cunard Steamship Co.,
Pier 51, North River,
New York, N. Y.

The railway receipt must be sent at once to Cunard S. S. Co., No. 21 State St., New York, with a letter stating the number, contents and value of the boxes, and requesting them to hold the same subject to instructions from the Treasurer of the Missionary Union.

All cases going by freight to be shipped to Burma, Assam, or South India (Telugu Mission), from any part of the United States east or north of New York City, or from any of the New England States, should be marked and shipped as follows:

For(Name of Missionary)
Care of CHAS. W. PERKINS, Treasurer,
FORD BUILDING, BOSTON, MASS.
100 Bowdoin St., Basement

From.....

As the freight rate is very low, the Missionary Union does not burden outgoing missionaries with packages for missionaries on the field, all such parcels being forwarded by freight and the goods insured, unless other arrangements are made between the sender and the missionary. If it is desired to prepay ocean freight and insurance, the Treasurer should be

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notified on the receipt of the package; otherwise the missionary will be charged with the freight and insurance.

Apply to the Treasurer of the Missionary Union for full instruction concerning cases to be sent by freight to China, Japan or the Philippines from any part of the United States.

All goods for the Congo are to be addressed with the name of the missionary and forwarded to the Treasurer, Ford Building, Boston, Mass., for further shipment.

How to List Goods—Notification of Shipment. By the same mail in which you send invoices to the above agents, write to the Treasurer of the Missionary Union, Box 41, Boston, Mass., stating what you have done, and send him duplicate invoices or lists on separate sheets of paper, giving the number, contents, valuation, measurement and destination of each case or parcel separately, no matter to which of the above places the goods are to be sent by freight. Do not write about these matters in the same letter in which you refer to other business.

Never should such entries be made in the lists as, "personal effects" or "sundries" or "merchandise." The authorities have declared their intention of opening any case when such vague description of contents is given in the invoice.

It is very important that this information be sent promptly, as it is needed in Boston before the goods can possibly be sent forward to a foreign country from any port of the United States. If this information is not sent, the goods will lie in customs at the sender's risk and expense till the information is se-

cured, either by writing to the senders, or by opening and appraising the contents of the cases, in which event damage and loss may ensue for which the senders alone will be responsible. The customs authorities in foreign countries will not permit cases to be imported till their contents are known and declared.

Cost of Shipping. It must not be forgotten that all goods are subject to shipping expenses, either to the sender or to the receiver, and friends of missionaries would do well to make inquiries before sending out goods to the distant fields, as it sometimes happens that missionaries have to pay freight on goods which are not ordered, and which are not worth, when received, the amount of freight charged on them. The cost of shipping by freight to Burma, Assam, or South India, is about 35 cents per cubic foot, with insurance at 50 cents on \$100, according to the value of the goods. The Missionary Union will forward freight to any missionary, if the sender pre-pays ocean freight and insurance. Foreign custom house charges, dues and other governmental expenses are not included in the rates given.

Time for Shipment of Goods. No special dates are fixed in advance for such shipments. The best course for the missionary to pursue is to send his freight to the port (New York or Boston, as the case may be) as soon as ready; and everything should be ready so that it may reach the port at least two weeks before the missionary is to sail. This will give ample time for the Treasurer to correspond with him before his departure, in case any question should arise as to the shipment. A shipment can be made several months in advance of sailing, if desired. If

special instructions are necessary for this, write the Treasurer and proceed as indicated above.

Valuation of Goods. Goods shipped by freight are insured on the basis of a valuation fixed by the shipper. Customs duties at ports of destination are assessed on the same basis. Care should be exercised, therefore, in fixing values. New goods, of course, should be valued at the purchase price, but old goods thus valued would unnecessarily increase one's customs duties. In regard to the latter the best plan will be to value them at "second-hand" rates, as goods which have been used. When missionaries are going out or returning to their fields, the Missionary Union pays duties on goods up to a valuation of \$150 per person. Upon goods ordered from America while he is on his field, the missionary must pay all charges for freight, insurance and customs duties.

Parcels. All bundles, parcels and small boxes, especially those sent by friends to missionaries, should be sent by express to the Treasurer of the Union, Ford Building, Boston, Mass., for repacking there and shipment. When friends are intending to send parcels to missionaries by freight from Boston, advice as to time of probable shipment should be secured from the Treasurer, since these parcels must be held in the rooms till a sufficient number have accumulated to warrant expense of shipment.

Money to Accompany All Orders. It is necessary to call attention to the growing custom of missionaries' sending to the Treasurer in Boston orders for the purchase of goods, sometimes for personal use, sometimes for the use of the mission and for medical

or industrial work, and sometimes only for the convenience of friends, without providing money for the payment of these bills.

Authority to Pay is Required. The Treasurer is not authorized to advance money for any purpose for which an appropriation has not been made by the Executive Committee, and in all cases where such appropriation has not been made, and notice thereof been received by the missionary or mission treasurer, funds should be sent to cover the requested purchase or outlay.

This may be done by depositing the funds with the mission treasurer and securing his draft on Boston, or a letter from him to the Treasurer of the Union, certifying that a certain amount has been placed with him for that definite purpose.

In the absence of such a remittance or notification, the Treasurer may refuse to comply with requests for the payment of money in this country.

Address the Treasurer. All orders for the purchase of goods should be addressed to the Treasurer, who at his discretion will fill them and send the goods at the expense of the missionary. If it is desired to have the purchase made by a third party, the Treasurer should be notified, giving the probable cost of the goods, and requesting him to pay for the same on account. If the missionary orders goods from a dealer in the United States, the dealer must be requested to forward to the Treasurer both original and duplicate invoices, as the one is needed as a voucher and the other must be forwarded for custom house purposes at the time of shipment of goods.

Do not write about purchase or shipment of goods

on same sheet with other items of business. Better still, do not enclose such requests in letters written on other subjects.

Who May Order Goods. The purchase and shipment of goods for the missionaries, and the forwarding of goods to them from friends in America by the Treasurer's department, require considerable time and involve not a little expense. It is hoped, therefore, that no one will use the department for any purchase outside the desires and requirements of the missionaries themselves. Missionaries sometimes order goods for "friends" residing near them in foreign lands. This should not be done.

Periodicals. Missionaries are advised not to ask the Treasurer to order periodicals for them, but to send their orders directly to the publishers, with the request that the money be collected from the Treasurer. The Treasurer should at once be informed that such order has been given.

VII

WORK OF MISSIONARIES ON THE FIELD

General purpose of this Section. The principal forms of missionary work are briefly mentioned. The great ideals suggested are the object of the missionary's constant study and endeavor, but adequate discussion of them would require a volume many times as large as this manual. In this section more space is given to definite directions for a number of special duties, connected mainly with the business and records of each mission. If the instructions are followed carefully, there will be a uniformity and completeness in these matters which will contribute to economy and effectiveness both at the Rooms and on the mission field. Of great value in connection with the subject of this chapter is the pamphlet "A Review of Conditions, Policies, Problems and Needs in the Work of the American Baptist Missionary Union."

Evangelistic. The preaching of the gospel of Jesus Christ in order to make disciples is the main object of missions. This aim fixes in a large degree the character, methods and extent of all other forms of work. Evangelistic work includes, in addition to the direct presentation of the gospel, the translation and circulation of the Scriptures, the employment and training of native workers and the formation of intelligent, self-supporting Christian churches on the field.

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Educational. Educational work is recognized by the Missionary Union as an indispensable adjunct of missionary work. Ends to be sought in this work include the following:

- (a) The training of Christian converts for intelligent recognition and discharge of their obligations as members of the church of Christ.
- (b) The extension of Christian influence through the presence in the schools of non-christian pupils.
- (c) The preparation of evangelists, Bible women and other lay workers for the most effective service.
- (d) The training of a native ministry.
- (e) The preparation of teachers for Christian schools.

In carrying out these aims the Missionary Union conducts educational work in all mission fields, the number and character of the schools varying with local conditions.

Missionaries are expected to spare no effort to secure reduction of expense to the Union through support of schools by school fees and native contributions. Provision for the education of their children is to be laid upon Christian disciples as a sacred obligation.

Present conditions in China are recognized by the Union as creating a peculiar demand for strong maintenance of Christian schools as a contribution to the solution of the great educational problem which that empire is facing.

Medical. The Missionary Union recognizes the great value of medical service on the mission field. It is the policy of the Union to station medical workers at places where the need for such service is

most evident, and, as far as resources will permit, to provide them with facilities for carrying on their work. The medical missionary is expected to keep steadily in view the evangelistic aim, endeavoring through his relief of suffering to remove the barriers of ignorance, prejudice and superstition, and thus to prepare the way for the gospel. It is assumed that provision will be made always for preaching of the gospel in the hospital among the in-patients and the out-patients.

Industrial. Training in various trades and occupations is given on some of our mission fields, usually in connection with one of the mission schools, as, for example, the Garo Training School at Tura or the Jaro Industrial School in the Philippines. In a few instances, business enterprises are carried on to a limited extent, chiefly with a view to enabling students and others to attain self-support. At Ongole a larger experiment in the solution of the perplexing industrial problem is in progress.

Literary. As the work of the Missionary Union has developed, it has become necessary not only to translate the Bible into numerous languages and dialects, but also to prepare commentaries, dictionaries, school books, tracts and other literature in these languages. In a few instances missionaries are specially designated from those on the field, or are sent from the home land as literary workers.

Publication. The Missionary Union maintains a mission press and publishing house at Rangoon, Burma, and is now developing a similar work at Iloilo, P. I. In a few other instances missionaries have added the oversight of a small press to their

regular work. In fields where mission presses are not maintained appropriations may be made to individual missionaries, upon recommendation of the reference committee, for printing such books and tracts as are approved by the Executive Committee.

SPECIAL DUTIES

Learning the Language. The missionary's first business on reaching his field is to learn the language of the people in the most expeditious and thorough manner. Experienced missionaries advise the learner to employ a native teacher who does not speak English, and to acquire facility in colloquial expression by mingling freely with the people on the street and in the market, not being disturbed by the blunders which every learner must make.

Language Examinations. The Missionary Union has adopted the following rules for the language examinations of missionaries on each mission field:

1. All missionaries are required to learn the vernacular of the district in which they are settled, so as to converse fluently and to be able to deliver sermons or addresses in that vernacular. Pastors of English-speaking churches, or teachers in schools where the instruction is given in English, may be exempt from the operation of this rule, though even in such cases it is most desirable that at least one vernacular in common use shall be acquired.
2. There shall be two language examinations to be passed by new missionaries after reaching the

fields to which they have been designated, called respectively the first and the second examination.

(a) The first examination shall test the ability to read, write and converse in the vernacular. The candidate shall present himself for this examination within a year after his arrival in the country. If he should fail at his first trial, he shall present himself again within six months thereafter.

(b) The second regular examination shall include a higher standard of the subjects required in the first examination, and shall in addition test the ability to preach and deliver addresses in the vernacular. Every missionary shall present himself for the second examination within twelve months after passing the first examination.

- 3 If at the end of two years after his arrival in the country, a missionary shall not have passed the first examination, or if at the end of three years after his arrival in the country a missionary shall not have passed the second examination, the examining committee shall report on the case to the Executive Committee of the Missionary Union. Failure to pass these examinations within the term above specified may be regarded by the Executive Committee as a reason for discontinuing the services of a missionary.
4. The appointment of a competent examining committee and all other arrangements for conducting examinations shall be entrusted

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to the conference of each mission, subject to the approval of the Executive Committee.

Keeping Accounts. For the disposition of money received as salary or as personal grants additional to salary, no missionary is required to account further than to receipt for the same to the Treasurer from whom he receives the money. For all other expenditures for which appropriations have been made, every missionary shall make a detailed statement to the Treasurer of the Missionary Union on September 30 of each year. This statement should be full and accurate, and in order to make it so each missionary will keep a full and precise itemized account of all moneys received from the Missionary Union and of all expenditures.

Study carefully the following directions and specimen account:

The debit side of the account should give such expenditures as are properly chargeable to the Missionary Union. **Specific donations received from any source are to be so accounted for that the Treasurer will be able to see how they have been used.**

The credit side of the account should show all sums received for mission purposes, and from what sources, and should always show the exact total received from the mission treasurer.

A letter should accompany the account, giving such explanations as may be necessary to enable the Treasurer and the Executive Committee to understand fully all the items, especially if any unusual expense, either in character or amount, has been incurred.

Expenditures by the missionary should in no case exceed his appropriations.

Dr. THE AMERICAN BAPTIST MISSIONARY UNION IN ACCOUNT WITH REV. A. J. — FOR THE YEAR ENDING SEPTEMBER 30, 1907. Cr.

1907.	† RS.	A.	P.	1907.	RS.	A.	P.
Sept. 30. To Salary one year to date*	3,080			Sept. 30. By Balance on hand, Oct. 1, 1906	25	4	3.
Paid for repairs (or rent) of dwelling-house	160			Cash received of mission treasurer at sundry times during year, as per receipt	4,160		
Paid for repairs (or rent) of other buildings (giving particulars)	50			Local donations (giving particulars)	220		
Paid mission traveling expenses (giving particulars)	175			Receipts from other sources, if any (giving particulars)	239	11	9
Paid native preacher, Sau Quala, 12 mos., at Rs. 20	240						
Paid native preacher, Ko Tha Byu, 10 mos., at Rs. 18	180						
Specific donations (giving particulars)	220						
School expenses (giving particulars)	220						
Tracts and Scriptures (giving particulars)	110						
Any other expenses (giving particulars)	110						
Balance	100						
	4,645			Oct. 1. Balance	4,645		
					100		

* Or the period covered should be stated.

† This account will be rendered in the currency used by the mission treasurer.

RANGOON, October 1, 1907.

(Signed) A. J. —.

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Appropriations for definite objects, as for property interests, including land, buildings, repairs and taxes, and for maintenance of native preachers, educational institutions and medical work, are not transferable to other objects, except by express authorization from the Executive Committee with the advice of the reference committee. Minor adjustments between items of ordinary expenditure within the schedule of appropriations are permitted without previous reference to the Executive Committee.

It will facilitate the Treasurer's examination of the account if it is accompanied by a statement of the appropriations to the missionary for the year.

All balances in appropriations for general mission work remaining unexpended at the close of the financial year will be cancelled by the Treasurer unless he is advised that the balance is required for the completion of the work for which the appropriation was made. In no other case may a balance be retained, or used for a purpose other than that for which it was given, without specific authorization by the Executive Committee on recommendation of the reference committee. But even in such cases it is preferable as a rule, that the balance be returned to the Treasurer, and that request be made for a new appropriation to meet the special need.

All funds received for their work by missionaries from whatever source,—unless expressly designated for some specific use—are to be regarded as available for the work authorized by the Executive Committee and balances are to be computed at the close of each year on the basis of this understanding, the principle being observed always that the annual draft upon the greatly

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overtaxed resources of the Union shall be reduced to the lowest possible limit.

It is understood that each missionary will account for all money received from churches, young people's societies, Sunday schools and individuals. Personal gifts from friends may of course be received, but it is important that great care be exercised lest money so given shall be virtually a substitute for an offering to the treasury of the Union.

An excellent little book on missionary bookkeeping, entitled "Rev. John Doe, Missionary, His Accounts," is published by the American Baptist Mission Press in Rangoon.

The Custody of Funds. It is desired that money placed in the hands of a missionary of the Union, which is not a gift to him personally, but is intended for missionary purposes, either for current work or for purchase of land, or the construction or repair of buildings, shall not be retained or deposited in bank by him, but shall be deposited with the Treasurer of the Union, or with his mission treasurer, until needed for immediate expenditure: for the reason that, while the Missionary Union might not always be held legally responsible for a gift of money so placed in the hands of a missionary, it would be quite liable to be held morally and equitably responsible for it in the minds of the donors.

Station Records. Full records of plans followed and work conducted at each station should be kept by missionaries. These records, together with the Mission account books, are to be left by retiring missionaries for the use of their successors.

REPORTS

Quarterly Report. It is the duty of each missionary to report to the Executive Committee once in three months, giving a brief general view of his work. A distinction should be made between the missionary's quarterly report to the Executive Committee and the report letters which are designed for use in connection with the Station Plan.

Annual Report. On the first of January in each year each missionary is expected to send to the Corresponding Secretary in the Foreign Department a report summarizing his work for the entire year. Each missionary in charge of a station, or the senior missionary at the station, as may be arranged, shall send a statistical report for the entire work of the station for the year ending December 31 preceding. Blanks for the statistical statement are sent from the Rooms annually. These should be accurately filled out, after careful study of the items desired. Where the statistician has been appointed for collecting the statistics of all the stations on a mission field, one copy of the statistical report of each station should be sent to the statistician, and a precise duplicate should be sent to the Corresponding Secretary.

Value of Report. Simple straightforward accounts, at regular intervals, of efforts made and results achieved are needed by the Executive Committee to guide them in their administrative work. They are also needed to assist in maintaining an intelligent interest among the members of the home churches in the work of each missionary. Such interest at home is essential, if the work is to receive the sympathetic,

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prayerful and financial support upon which its success so largely depends.

Important Points in Reports and Correspondence.

Reports, in order to be useful, must be easily readable when they arrive at the Rooms. Careful attention to the suggestions which follow will be very helpful both to the missionary and to the officials of the Missionary Union.

1. Write legibly. Good penmanship is better than poor typewriting.
2. Write on one side of the paper only, and leave good margins.
3. Use a good quality of paper, which will bear handling without tearing, and will not let the writing show through. It is cheaper to use good paper and pay more postage than it is to try to save by using poor, transparent or flimsy paper.
4. The size of the paper used at the Rooms is $8\frac{1}{2} \times 11$ inches, and this size is recommended. The size $8 \times 10\frac{1}{2}$ is also convenient to handle. Neither small note paper nor foolscap should be used if the proper sizes are available.
5. In correspondence with the Rooms keep separate items on separate sheets of paper. For instance, do not write a request to the Home Department on the same sheet with matters which must go to the Foreign Department or Treasurer.

Time for Mailing. All annual reports and statistics should be mailed between January 1 and 15 of each year, in order that they may become a part of

the Annual Report of the Missionary Union. If reports are not received until after the work of compilation and printing has begun, they are liable to suffer from the lack of space and of time for proper attention.

Making Annual Estimates. Once a year each missionary shall submit to the Executive Committee, on a blank sent from the Rooms, an estimate of all the expenditures which will be needed on his field for the following year. It should be in detail, with every item clearly set forth, and should reach the Executive Committee not later than January first. These estimates are used as a basis for preparing a schedule of appropriations which goes into effect on the first of the following October. In all fields except Burma, all estimates are considered by the conference or reference committee and forwarded to the Executive Committee with approval or such modification as may be suggested. In all fields, requests involving an increase over the appropriation of the preceding year must be submitted to the reference committee for an expression of advisory judgment before action is had by the Executive Committee. In case of any unusual or increased expense, full explanation must accompany the estimate. Care should be taken to distinguish requests made of the Woman's Societies from other items.

Special effort should be made at the time of presenting estimates to forecast all the needs of the year and to include them in the requests for appropriations. In case any unforeseen need arises after the schedule of appropriations has been completed the missionary should present the facts to the reference committee

for an expression of advisory judgment. Full explanation of the need must be sent to the Rooms with every request for a supplemental appropriation. In no case can the Executive Committee take action upon such a request until there has been advice by the conference or reference committee.

THE MISSION TREASURER

Reports. The mission treasurer should report by the first mail to the Treasurer at Boston all drafts sold to missionaries for remittances to friends or firms at home, stating the consecutive number, date and amount, and in whose favor drawn.

Payments on account of missionaries leaving their fields, and adjustments with missionaries arriving, should be reported immediately to the Treasurer at Boston.

The mission treasurer will make annual returns to the Treasurer of the Missionary Union of all receipts and payments, in addition to such other periodical returns as may be called for by the Treasurer in Boston.

Power of Attorney. The mission treasurer usually holds a power of attorney to represent the Missionary Union in legal matters in his mission.

Relation to Missionaries. Missionaries going to their fields will adjust traveling expenses with the local mission treasurer immediately after their arrival.

When a missionary is on his field, even though a portion of his family may be in the home land, all appropriations made for him are placed to his credit with his mission treasurer.

For disbursements made on a missionary's account

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in the home land, the Treasurer of the Missionary Union draws upon the missionary from time to time through his mission treasurer, sending at the same time to the missionary a detailed statement of the account for which he draws.

Remittances by Missionaries. Missionaries should never send to friends or firms their own drafts on the Treasurer in Boston. Whenever a missionary wishes to remit to the United States through the treasury of the Missionary Union funds due him from the mission treasurer, the draft of such mission treasurer must in all cases be obtained, and he will at once debit the missionary with the amount of the draft. No drafts are to be given in excess of the balance due at the time.

MISSION PROPERTY

Purchase. Appropriations for the purchase of property or for the repair or erection of buildings are made directly to the missionary concerned, to be expended by him under the advisory supervision of the property committee of the mission.

Ownership. All mission property should be registered in the name of the Union; property should never be held in the name of an individual missionary, unless it is found impossible to secure the title to the society. In Japan, in conformity with the plan approved by the government, titles to property are held by an organization known as the "Shadan," which is composed of members of the Union resident in the country.

Deeds, Diagrams, Etc. All deeds of mission property in any field should be deposited with the treasurer of that mission and copies of such deeds should be

forwarded to the Treasurer of the Union in Boston. Maps, plans, diagrams and station descriptions which may be of assistance to the Executive Committee should be forwarded to the Foreign Department.

Care. Property owned by the Missionary Union and intended for the use of missionaries in general, sanitaria, for example, is under the care of the property committee.

MISCELLANEOUS

Writing for Publication. Every missionary may greatly benefit the cause for which he labors by cultivating the power to write about his work in a clear and attractive style. Several points are important:

Keep constantly in mind the motto, "Put yourself in his place;" that is, the place of the reader in the home land. Then you will not write about theories, but about your work, its experiences, its joys, its trials, its triumphs.

In writing for the *Magazine*, *Helping Hand*, and other periodicals, adapt your topic and style to their different purposes. Remember that space is crowded everywhere. Learn to tell your story vividly in a few words.

Cultivate the power to see life as it is and to tell it so that your readers can see it. Keep the story idea constantly to the front, and remember that the Book which you carry everywhere contains the best examples of that kind of writing to be found in the whole realm of literature.

Station Plan. The Station Plan has been definitely adopted by the Missionary Union and is playing an important part in arousing and sustaining interest

and enlarging gifts. A large number of churches and friends desire to make their gifts for some special station, from which they may have occasional reports and with which they may become better acquainted. The Station Plan meets these needs, and such stations as supply the necessary facilities are included in the Plan. The missionaries are expected to cooperate with the Secretaries in making the Plan effective.

Four things are necessary for the acquaintance which is desired: (1) a brief history of the station; (2) brief biographies of the several missionaries located at the station; (3) a map of the station district; and (4) a quarterly report letter.

The report letters require the continued cooperation of the missionary. They are the most important feature of the Plan, and without them the other material is useless. These letters should be sent to the Rooms quarterly, addressed to the Home Department. *They are, however, entirely distinct from the quarterly report which is sent by each missionary to the Foreign Department.* The quarterly report is an individual matter. The report letter concerns a station. Where two or more missionaries are located at one station, they may, if they desire, take turns in writing the report letter; but there should be definite understanding about the matter, to insure regular receipt of letters in Boston.

The Station Plan has grown until over five hundred churches and individuals have adopted it, and are looking for the promised letters to keep them in touch with the station for which they are making their offering. It is important that the missionaries bear this in mind for two reasons: first, the volume

of prayer for themselves and their work will be in proportion to the information they supply; and, second, the gifts for the work will increase or decrease as they keep the work before the Station Plan constituency.

Photography in Missions. The value of photographs in mission work on the home field is constantly increasing. Often photographic illustrations are more effective in telling the story of the work than many pages of printed matter would be. Every new missionary should, if possible, take with him a camera and make liberal use of it in connection with his missionary life and work. If one is not accustomed to the use of a camera it will be well for him to secure some practise before leaving this country, including developing and printing.

The following are some of the points to be kept in mind by the missionary photographer:

Photographs are used chiefly for making slides for stereopticon lectures, and for reproduction in periodicals. Everything that makes for clearness and sharpness of outline is of great importance. Smooth, glossy solio prints are reproduced more successfully than those with dull finish.

Select the most characteristic subjects: the people in their home life, daily occupations and peculiar customs; idols and idolatry and people engaged in worship; the missionary's actual experiences at home and on tour, dealing with natives, holding services, administering baptisms—everything that helps to show the real life on the mission fields.

Never fail to send brief but adequate descriptions of the pictures. Number the pictures and write the

descriptions on separate sheets of paper, *not* on the backs of the pictures. This is what makes photographs available and useful.

Remunerative Employments. It is expected that missionaries will not engage in transactions or employments yielding pecuniary profit without obtaining the consent of the Executive Committee. All income derived from such employment apart from regular mission work, is supposed to be accounted for to the mission treasurer.

Specifics. The Executive Committee of the Union are glad at all times to furnish donors with a list of specific needs recognized upon the field and at home as of urgent importance. Solicitation of specific gifts, whether for support of native preachers, erection of buildings, or for other purposes, is not permissible except as definite authorization of this is made by the Executive Committee. In case donations for special objects are sent to the Rooms, they will, upon approval, be formally appropriated by the Committee for the uses indicated and will be acknowledged with other receipts. Donations for specific objects, if sent directly to the field by the donor, should invariably be reported to the Rooms by the missionary. It is believed that a truly enlightened loyalty will lead the missionary to disfavor gifts for local uses which have not received endorsement by the mission body and the Executive Committee, and to seek to turn these gifts to the general treasury; a different policy would be unfair to fellow-missionaries and would deprive the Union of an asset upon which it may rightfully rely and upon which avoidance of debt, missionary support and maintenance of the entire work are dependent, namely, the

influence of personal esteem and friendship for the missionary in promoting missionary offerings.

Personal gifts sent by friends through the Treasurer to promote the comfort of the missionary will of course be forwarded without question.

Change of Field. A missionary may be transferred from one station or country to another, when the interests of the cause may best be served by such a change. All changes of field will be matters of correspondence between the missionaries and the Executive Committee, and in all cases advice will be sought from the reference committee.

Cabling. Cabling is expensive and should be resorted to only in emergency. Unless of a personal nature and sent at the missionary's expense, cable messages, except in extraordinary circumstances, should be sent through the mission treasurer. Ten letters are allowed in a word in a cipher message, fifteen letters in a word in a plain message. A message containing a single cipher word is reckoned as a cipher message.

Charge is made for each word in the address and signature of a cable message, and these should be counted in reckoning the number of words in a message. For cable codes, see page 31.

Arrangements can also be made for special code words.

VIII

FURLOUGHS

Frequency. Except when conditions of health or other controlling considerations require relief at an earlier time, the term of continuous service upon the field extends through seven summers, and, in the case of a missionary reaching the field in the fall or winter, extends to the spring following the completion of the seventh year. No missionary shall continue on the field longer than the period indicated except by special sanction of the Executive Committee, after medical advice shall have been received.

It is understood, however, that the above does not apply to furloughs of missionaries in the Philippines and in Africa. In the Philippines the term of service has been fixed at four years. In Africa, it has been found that as a rule a missionary may not wisely remain more than three years on his first term of service. For later terms of service, the customary period is four years.

Action of Reference Committee. While the time for a missionary's furlough is in general indicated by the above rule, it is desired that in each case action shall be had by the reference committee as to the time of the missionary's departure from the field and as to provision for his work in his absence. In case conditions of health compel a missionary to leave the field before the completion of a term of service, he should communicate at once with the refer-

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ence committee. In case of emergency the mission treasurer is authorized to secure passage for a missionary upon favorable recommendation by the reference committee or, in cases of extreme urgency when action by the reference committee cannot be awaited, on presentation of certificates from two medical authorities. It is expected that in such case the mission treasurer will confer with such members of the reference committee as can be reached.

Length. Furloughs are regarded as covering one winter season and two summer seasons and do not continue longer except by definite vote of the Executive Committee.

In case of missionaries providentially compelled to return from the field before the regular time of furlough, absence from the field should not be prolonged beyond the close of the first summer season, except by action of the Executive Committee.

Objects and Place. Furloughs are granted to missionaries in order that their physical strength may be recuperated and their spiritual life invigorated after the labor and strain of service on the field, and also that they may renew home and social relations. For these reasons, and also because their presence may help the mission cause in the home churches, it is desirable that furloughs be spent in the home land. Any missionary desiring to spend a part of his furlough elsewhere than in the United States is expected to correspond with the Executive Committee with reference to the time so spent and the date when his home salary shall begin.

Route of Return to United States. See page 18, "Traveling Expenses," and page 35, "Routes."

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Return of Goods to United States. Consult carefully the instructions in Chapter VI. But specially note the following:

When goods, other than personal baggage brought with the missionary, are sent to the United States, they should be consigned to Chas. W. Perkins, Treasurer, Boston, Mass., and *not* to the missionary, although the missionary's name should be placed on them for identification. The bills of lading, lists of contents, with values, and keys for all locked boxes, should be sent to the Treasurer when the shipment is made. Duplicate lists should be preserved by the missionary.

As all goods coming into the United States must be declared in some form, missionaries who send their household effects or part of their baggage by freight must make declaration on government blanks, sworn to before a notary public, with seal, *as soon as they land* in the United States; otherwise the goods will be held by the custom house authorities until such declaration is made. The blanks can be obtained from any United States custom house and also from F. D. Phinney, Rangoon, Burma. All declarations must be sworn to in the United States.

All parcels or boxes forwarded by missionaries on the field for friends in the United States, and found in the freight or baggage of a returning missionary, are subject to duty at a high rate (twenty-five to sixty per cent.) unless covered by the declaration of the missionary.

Financial Statement Before Furlough. Missionaries, *before returning* to the United States, should send by mail to the Treasurer a statement of their accounts up to the time of leaving their stations.

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The mission treasurer should take from missionaries a receipt in duplicate for the amounts paid them, specifying the objects. One of these he should at once mail to the Treasurer, thus enabling him to adjust the account of the missionary on his arrival.

These directions apply to all missionaries, including those whose support is provided by the Woman's Societies.

Home Salary. See page 19.

Important Items for Missionaries. Before he sails for the home land the missionary should notify the Rooms as to:

1. Date of expected arrival.
2. Port where he expects to land.

Immediately on his arrival, or as soon as possible thereafter:

1. He should adjust his accounts with the Treasurer, in order that he may receive his home salary regularly.

2. He should also send word to the Rooms regarding:

- (a) His present address.
- (b) His expected address while in the United States.
- (c) All changes of address.

3. He should send a separate card to the *Baptist Missionary Magazine*, directing where it should be sent.

Every missionary should carefully attend to each of the above particulars. Neglect to do this may cause disappointment and delay. It has happened that missionaries have been in the United States for several months of their furlough before their address has become known at the Rooms.

Work While at Home. With due regard to the chief purpose of the missionary's furlough, the securing of refreshment and invigoration of mind and body, the Missionary Union desires to use his special treasures of knowledge, zeal and love in awakening the interest of the home churches in mission work. This service will be under the direction of the Executive Committee and the Secretaries in the Home Department. It may include addresses before churches, conventions, young people's meetings and other assemblies, and the furtherance of plans to unite all our members in mission work. It is desired that the time available for this service should be employed in harmony with the general plans of the Secretaries for such work with a view to economy of time and of expense for travel. Personal plans for deputation work should always be subject to these general plans. In all addresses the missionary should keep constantly in mind that he can do the most for the cause he loves while in the home land by emphasizing over and over again the real experiences of mission life: the need of the people, the effects of heathenism, the daily life of the people, the methods, the trials, the discouragements, the encouragements and triumphs of the gospel in mission fields.

Interview with Executive Committee. It is the desire of the Executive Committee to meet, if possible, each missionary during his furlough, for a brief interview. Arrangements for this interview should be made by correspondence with the Secretary in the Foreign Department.

Provision for Field During Furlough. When a missionary leaves his field on furlough, the Execu-

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tive Committee, with the advice of the reference committee or the conference, will determiné what provision shall be made for the work of his field during his absence.

Designation after Furlough. When a missionary is on furlough, questions regarding his return and the field to which he shall be designated are in all cases determined by the Executive Committee, the advice of the reference committee or the conference being sought as to designation.

Medical Certificate before Return to Field. Each missionary home on furlough after a period of five or more years on the field, is asked to present to the Executive Committee a proper medical certificate before entering upon another period of service.

IX

RETIREMENT FROM SERVICE

Not a Rule, But an Exception. A missionary enters upon his work with the intention and expectation of following it throughout his life. In very many instances this has been fully and nobly accomplished, and the story of such service is one of the chief glories of our missionary history. Yet it is impossible to see the end from the beginning, and unforeseen circumstances may arise which make it wise and necessary for a missionary to retire from the service of the Missionary Union. The most common of such causes is the loss of good health.

Method. Whenever, on account of ill health, or for any other reason, a missionary desires to retire from the active service of the Missionary Union, he should, as soon as possible, correspond with the Executive Committee in regard to the subject.

Care of Disabled Missionaries, and of Widows and Children. No regular pensions of any kind are granted by the Missionary Union, but see page 21, "Special Cases." See also page 76, "Homes for Missionaries' Children."

X

HOMES FOR MISSIONARIES' CHILDREN

A Necessity. As it is unwise to bring up children amid the surroundings and atmosphere of heathenism, and since it is generally difficult to place them with friends or relatives in the home land, the Missionary Union has established special homes where the children of missionaries can spend the period of separation from their parents in the care of those who are especially fitted to act as guardians over them.

The testimony which the children and parents have borne to the value and blessing of these homes has been ample justification for their establishment and maintenance.

Location. Three homes are now maintained by the Missionary Union and its auxiliary Woman's Societies; Morgan Park, Ill., Burton, Wash., and Newton, Mass. The latter is a temporary home, and will be superseded by one soon to be established in Granville, Ohio. The Woman's Baptist Foreign Missionary Society also maintains a home at Newton Center, Mass.

Management. The practical management of each home is entrusted to the care of a local committee. Certain general rules govern the acceptance of children. These are being revised and a uniform plan of administration will be prepared. The homes are not charitable institutions, in any sense. Parents pay from \$150 to \$200 a year for each child, according to age. This covers the cost of board and clothing, but there are expenses which have to be provided for otherwise.

XI

ANNUAL PERIODS OF THE MISSIONARY UNION

Four Annual Periods. Four such periods are found necessary in conducting the complex work of the American Baptist Missionary Union at home and abroad:

First, the "Foreign Report Year." This corresponds with the calendar year, and the missionaries' reports and statistical statements cover this period.

Second, the "Foreign Financial Year." This begins October 1 and ends September 30. All the accounts of the missionaries and mission treasurers are kept on the basis of this year. The explanation is found in the fact that it requires from July, when the schedules of appropriations are made up in the Rooms, until October for notifications regarding these appropriations to reach the fields. The schedules of appropriations are not completed until July, for the reason that the Executive Committee wish to give opportunity for action and advice by the Union or the Board of Managers regarding expenditures or policy at the time of the Annual Meeting in May.

Third, the "Home Financial Year." This begins April 1 and ends March 31. The latter date is familiar to all as the time when "the books close."

Fourth, the "Home Report Year." This closes with the annual meeting in connection with the Anniversaries in May. It requires from October until May

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for the Treasurer to receive his returns from the fields, close his books, and prepare his report for the home and foreign financial years. It requires from January until May for the Secretaries to receive the reports of the missionaries for the foreign report year, and prepare them for publication in the Annual Report.

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